Procedure

1) Faculty Teaching in Transfer Coursework, Programs, and/or Disciplines

The minimum qualifications for faculty teaching general education or other coursework designed for transfer he teaching discipline or

academic field or subfield with a minimum of 18 credit hours of graduate level coursework in the teaching discipline. For appropriate teaching discipline see Faculty Oredentialing Manual.

In some instances, faculty without a master s degree or the required 18 graduate credit hours of graduate level coursework, may be deemed qualified by the expertise they have developed through other means. This may include a combination of equivalent tested experience, training, or alternative credentialing qualifications as explained in guidelines.

## B. Faculty Education Plans

In recognition of the need to adhere to ) minimum faculty qualifications, faculty at LCCC who are transitioning to meet the minimal requirements will have an education plan developed in collaboration with their supervisor. Education plans will only be used in the event of curricular changes that require an update to faculty credentialing to meet an institutional need. Documentation of credentials cited to substantiate qualifications to teach in the field must be submitted with the justification provided on the Credential

- ii. LCCC accepts the International Association for Continuing Education and Training (IACET) definition that one Continuing Education Unit (CEU) is equal to 10 contact course hours.
- iii. LCCC defines a credit hour as 15 contact hours (Administrative Procedure 2.18P). A typical three-credit course at LCCC has 45 contact hours per semester.
- iv. One ŒU is equal to 2/3 of a credit hour.
- e. Qualified Graduate Credit
  - i. Qualified graduate credit consists of masters level or higher courses which receive a letter grade. If a regionally accredited awarding institution clearly states in their transcript a passing or satisfactory grade corresponds to a letter grade of Bor higher it meets this qualification.
  - ii. Any one credit hour masters level course must have a letter grade to be considered as a qualified graduate credit.
- D. Credential Review Committee
  - When a hiring supervisor recommends an applicant be hired as faculty based on alternative credentials, the Oredential Review Committee (ORC) will alternative credentials in relation to the Faculty Oredentialing Manual for discipline specific relevancy. The ORC will make a final decision to the hiring supervisor based on the Faculty Oredentialing Manual.
  - 2) Ourrent faculty, who desire to use alternative credentials to meet the minimum faculty qualifications, will have their credential evaluated by the ORC and verified by the Faculty Oredentialing Manual.
- E Concurrent Enrollment instructors must meet minimum faculty qualifications as established with this procedure and following HLC Guidelines.